

Class Code: 02555900
Pay Grade: 45A
EO: A

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SUPERVISION RECEIVED: Works under the administrative direction of the Director with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and written reports for conformance to departmental objectives, laws, policies, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as Deputy Director in case of absence or incapacity.

To assist the Director in the examination of plans, programs and services that will identify needs and resources and reduce duplication, inefficiencies and ineffectiveness.

To assist in the formulation and implementation of new proposals, programs and policies regarding transportation programs and services.

To attend meetings and conferences involving federal, state and local officials, professionals and the public; as required, to represent the Director at such meetings or conferences.

Within the Department of Transportation, to be responsible or the development and implementation of management support systems to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that departmental resources are utilized in conformance with state and federal laws, rules and regulations.

To be responsible for the administration, coordination and planning of a comprehensive property management program for the acquisition, construction, repair and maintenance of departmental buildings, properties and equipment including responsibility for developing space utilization plans for facilities.

To be responsible for the administration, coordination and planning of a program for the operation and maintenance of a fleet of state owned vehicles to ensure proper use and distribution.

To participate in ensuring the compliance of laws, regulations and standards relating to employee health and safety in the workplace.

To be responsible for developing and maintaining an efficient system of management information.

To be responsible for overseeing the development and maintenance of a program for external auditing records of contracts, consultants, utilities and other private concerns providing services.

As required, to assist in labor management relations and personnel administration.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of public administration; a thorough knowledge of governmental planning, budgeting and evaluation processes and the ability to apply them in a system of management and support services; a thorough knowledge of the principles and practices of accounting and auditing; a thorough knowledge of the principles, procedures and technology related to the development of management information systems; a thorough knowledge of the policy development and management systems; extensive skills in writing and public speaking; a working knowledge of and the ability to interpret statutes, regulations, codes and standards as they relate to employee health and safety; a working knowledge of property management programs; a working knowledge of the standard practices utilized in the operation and maintenance of a vehicle fleet; a working knowledge of maintenance and facilities management; a thorough knowledge of maintenance and materials management; the ability to establish and maintain effective working relationships with superiors, subordinates, associates, governmental officials, and the public; the ability to coordinate the activities of a large staff engaged in providing various management and support services; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree in Public Administration, Accounting, Business Administration, or Systems Management or related; and

Experience: Such as may have been gained through: extensive employment in a highly responsible public or private sector administrative position involving various support services such as financial management, auditing, data management, program evaluation, and facilities management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

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